

**County of San Diego, Planning & Development Services  
Code Compliance Issue Resolution Meeting Request Form**

Upon Completion of this form please mail, e-mail, fax or provide in person to:  
Code Compliance Division, 5510 OVERLAND AVENUE SUITE 310, SAN DIEGO, CA 92123  
Email: [elcajon.ce@sdcounty.ca.gov](mailto:elcajon.ce@sdcounty.ca.gov); Fax: (858) 694-3093  
ATTN: Code Compliance Division; Telephone: (858) 694-2705

**PURPOSE:** To provide customers an opportunity to have certain issues related to compliance cases, and not satisfactorily resolved with Code Compliance staff, quickly considered by senior County management

**LIMITATIONS:** This meeting will not consider any requests for waiver of any fines or late charges. This meeting is not an appeal hearing; nor is it a legal avenue for an appeal for any Hearing Officer's finding or Director's Decision. If you wish to appeal an Administrative Citation or a Notice to Assess Civil Penalties you must submit a formal request for an Appeal Hearing to the Code Compliance Division pursuant to the instructions on your Citation or Notice. If you wish to appeal a Hearing Officer's decision, you must file a writ in Superior Court. Director's Decisions can only be appealed to the Planning Commission. This meeting will not review any case which is currently in criminal or civil litigation with the County.

Customer acknowledges they have read and understand this information

\_\_\_\_\_  
Customer's signature

**SCHEDULING AND LOCATION:** Meetings will occur every Tuesday afternoon in the PDS offices at 5510 OVERLAND AVENUE SUITE 310, SAN DIEGO, CA 92123. Upon submittal of this form you will be notified of the specific meeting time. Upon arrival, you may check in at the Code Compliance counter.

**COSTS:** There will be no fee charged for this meeting.

**DATE OF REQUEST:** \_\_\_\_\_ **CASE #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **APN#:** \_\_\_\_\_

**CUSTOMER NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**WILL CUSTOMER'S ATTORNEY OR CONSULTANT ATTEND? YES NO**  
Be aware that County Counsel may attend meetings where an outside attorney is present.

**HAVE YOU TRIED TO RESOLVE LISTED ISSUES WITH STAFF? YES NO**  
There must be an effort by the customer to resolve the issue with County staff before consideration under this process. Contact your Code Compliance Officer if you have questions.

**ISSUE(S) TO BE CONSIDERED:** Please list the issue(s) to be discussed at the meeting. Present your issue(s) in a clear, concise and fact-based manner. Each meeting will generally be limited to no more than 30 minutes unless there are extenuating circumstances. Management will only consider the issue(s) specifically listed below (attach additional sheets if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_